

GENOA CHARTER TOWNSHIP
Regular Meeting
September 15th, 2008
6:30 p.m.

AGENDA

Call to Order

Pledge of Allegiance

Call to the Public

Approval of Consent Agenda:

1. Payment of Bills
2. Request to approve minutes: 9-2-08
3. Approval of the Michigan Association of Planning Conference budget.
4. Request for approval of a website design contract with Network Services Group.
5. Request to award a bid to Concrete Construction, Inc. for the construction of sidewalks along Grand River Ave. and to approve a revised project budget.
6. Request for renewal of a contract with Pfeffer, Hanniford and Palka for auditing services for the fiscal year beginning April 1, 2008 ending March 31, 2011.

Approval of Regular Agenda:

7. Consideration of a request from RainCatchers to be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.
8. Request to receive the audit as performed by Pfeffer, Hanniford and Palka concerning the Township's financial expenditures and revenue for the fiscal year ending March 31, 2008.
9. Request for approval to Proceed with the Project and Approve the Plans and Cost Estimates and Establish the First Public Hearing for the Challis Court Road Improvement Project.

Correspondence

Member Discussion

Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: September 15, 2008

TOWNSHIP GENERAL EXPENSES; Thru September 15, 2008	\$350,785.08
September 5, 2008 Bi Weekly Payroll	\$34,243.28
OPERATING EXPENSES; Thru September 15, 2008	\$82,545.82
TOTAL:	<u>\$ 467,574.18</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
24495	USTREA	United States Treasury	09/02/2008	309.45
24496	Administ	Total Administrative Services	09/05/2008	357.67
24497	Equitabl	Equivest Unit Annuity Lock Box	09/05/2008	620.00
24498	LC REG D	Livingston County Register Of	09/03/2008	29.00
24499	LCRD	Livingston County Register of Deeds	09/03/2008	44.00
24500	lcrd	Livingston County Register of Deeds	09/03/2008	44.00
24501	LCRD	Livingston County Register of Deeds	09/03/2008	44.00
24502	LCRD	Livingston County Register of Deeds	09/03/2008	44.00
24503	LCRD	Livingston County Register of Deeds	09/03/2008	47.00
24504	MCCRIRIE	Gary McCririe	09/03/2008	147.00
24505	NATaT		09/03/2008	1,095.00
24506	MI CHLOR	Michigan Chloride Sales LLC	09/08/2008	3,786.75
24507	LCRD	Livingston County Register of Deeds	09/08/2008	44.00
24508	MI Soc P	Michigan Association of Planni	09/08/2008	425.00
24509	ADT	ADT Security Services, Inc.	09/15/2008	4,021.40
24510	AMER IMA	American Imaging, Inc.	09/15/2008	244.85
24511	AmerAqua	American Aqua	09/15/2008	79.00
24512	AMERAWAR	American Awards & Engraving	09/15/2008	8.48
24513	BLUE CRO	Blue Cross & Blue Shield Of Mi	09/15/2008	10,401.94
24514	BRANVAN	BRANDON VANMARTER	09/15/2008	350.00
24515	CONSUMER	Consumers Energy	09/15/2008	17.04
24516	CONTINEN	Continental Linen Service	09/15/2008	66.71
24517	COOPERST	Cooper's Turf Management LLC	09/15/2008	316.00
24518	DavisR	Richard Davis	09/15/2008	450.00
24519	DOUG COU	DOUG COUP	09/15/2008	1,658.00
24520	DYKGOS	Dykema Gossett	09/15/2008	43.45
24521	EHIM	EHIM, INC	09/15/2008	416.33
24522	ETNA SUP	Etna Supply Company	09/15/2008	11,735.68
24523	FONSON	Fonson, Inc.	09/15/2008	87,215.90
24524	GO II NU	Genoa Oceola II New User Fund	09/15/2008	150,000.00
24525	GORDONFO	Gordon's Food Services	09/15/2008	93.93
24526	HEIKKINE	Heikkinen Law Firm	09/15/2008	2,000.00
24527	INTAB	Intab, Inc.	09/15/2008	188.38
24528	J.J.JINK	J.J. Jinkleheimer & Co.	09/15/2008	336.00
24529	LANGWORT	Langworthy Strader Leblanc	09/15/2008	872.53
24530	Lind	Tammy Lindberg	09/15/2008	169.04
24531	LIVCP&A	LIVINGSTON CTY PRESS & ARGUS	09/15/2008	1,285.00
24532	MASTER M	Master Media Supply	09/15/2008	232.02
24533	MICHAS	Michigan Assoc. of Planning	09/15/2008	240.00
24534	MROCZKA	Laura Mroczka	09/15/2008	309.47
24535	Net serv	Network Services Group, L.L.C.	09/15/2008	45.00
24536	PEBBCRE	Pebble Creek Services	09/15/2008	770.00
24537	Perfect	Perfect Maintenance Cleaning	09/15/2008	940.52
24538	PETTYCAS	Petty Cash	09/15/2008	127.54
24539	WASTE MA	Waste Management	09/15/2008	69,114.00

Report Total: 350,785.08

**First National
Direct Deposit
SEPTEMBER 5, 2008
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,003.67
Amy Ruthig		\$1,049.55
Angela Williams		\$601.36
Barb Kries		\$1,241.13
Carol Hanus		\$1,176.68
Cinthia Howard		\$289.63
Dave Estrada		\$1,225.67
Deborah Rojewski		\$2,170.87
Genoa Township	\$23,710.81	
Greg Tatara		\$2,199.48
Judith Smith		\$0.00
Karen J. Saari		\$902.85
Kelly VanMarter		\$1,899.34
Laura Mroczka		\$1,219.09
Mary Krencicki		\$707.22
Michael Archinal		\$2,386.41
Renee Gray		\$900.85
Robin Hunt		\$1,223.69
Susan Sitner		\$459.23
Tammy Lindberg		\$919.57
Tesha Humphriss		\$2,134.52
Total Deposit		\$23,710.81

EFT #: _____
INTERNET: _____
CHECK BOOK: _____

Accounts Payable
Computer Check Register



User: SUE

Printed: 08/29/2008 - 15:20

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
24496	Administ	Total Administrative Services	09/05/2008		357.67
			Check 24496 Total:		357.67
9579	AETNA LI	Aetna Life Insurance & Annuity	09/05/2008		25.00
			Check 9579 Total:		25.00
9580	BFT-FED	EFT- Federal Payroll Tax	09/05/2008		3,846.58 2,027.89 2,027.89 474.27 474.27
			Check 9580 Total:		8,850.90
9581	BFT-PENS	EFT- Payroll Pens Ln Pyts	09/05/2008		678.90
			Check 9581 Total:		678.90
24497	Equitabl	Equivest Unit Annuity Lock Box	09/05/2008		620.00
			Check 24497 Total:		620.00
9582	FIRST NA	First National Bank	09/05/2008		250.00 2,325.00 21,065.81 70.00

Check 9582 Total:

23,710.81

Report Total:

34,243.28

10:57 AM
09/09/08

#503 DPW UTILITY FUND
Payment of Bills
August 27 - September 9, 2008

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	09/03/2008	1107	SEVERN TRENT ENVIRONMENTAL SERVICES	I SRO Inv# STES 2037642	-340.25
Check	09/03/2008	1108	NORTHWEST ENERGY	Acct 517-545-1339 (3650 Austin Ct.)	-110.00
Check	09/03/2008	1109	NETWORK SERVICES	INV#8024	-135.00
Check	09/03/2008	1110	McDonald Modular Solutions	Inv# RI118970	-375.00
Check	09/03/2008	1111	HOWELL TRUE VALUE HARDWARE	Inv#033954	-46.97
Check	09/03/2008	1112	General Fund Checking	Audit Fee Reimburse 4/1/07 - 3/31/08	-250.00
TOTAL					-1,257.22

10:55 AM
09/09/08

#504 DPW RESERVE FUND
Payment of Bills
August 27-September 9, 2008

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
No checks					

10:53 AM
09/09/08

#593 LAKE EDGEWOOD W/S FUND
Payment of Bills
August 27 - September 9, 2008

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	09/03/2008	1369	GENOA TWP-GENERAL FUND	Reimbursement Audit Fee 4/1/07-3/31/08	-300.00
Check	09/03/2008	1370	HACH COMPANY	Inv# 5851104	-77.55
Check	09/03/2008	1371	GENOA TWP-DPW FUND	Trailer costs 7/1/07 - 3/31/08	-375.00
Check	09/03/2008	1372	AT&T	08/13 thru 09/12/08	-37.68
Check	09/03/2008	1373	Brighton Analytical L.L.C.	CustomerID# GENOATWPHOWELL	-134.00
Check	09/05/2008	1374	DTE Energy	Electric Service7/31 to 8/29/08	-3,870.75
TOTAL					-4,794.98

10:54 AM
09/09/08

#595 PINE CREEK W/S FUND
Payment of Bills
August 27 - September 9, 2008

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	09/03/2008	2027	GENOA TWP UTILITY FUND	Trailer Storage 7/1/07-3/31/08	-228.00
Check	09/03/2008	2028	GENOA TWP-GENERAL FUND	Audit Fee for PC - Refund G/O	-250.00
TOTAL					-478.00

10:51 AM
09/09/08

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

August 27 - September 9, 2008

Type	Date	Num	Name	Memo	Amount
Check	09/03/2008	1130	Gregory Tatar	Reimbursement	-105.99
Check	09/03/2008	1131	TRI SQUARE CONSTRUCTION LLC	Contract #2472 Deposit	-500.00
Check	09/04/2008	1132	AT & T Long Distance	849302503 & 849416986	-0.53
Check	09/04/2008	1133	AT & T	8/7/08 to 09/21/08	-567.10
Check	09/04/2008	1134	ALEXANDER CHEMICAL CORPORATION	Sodium Hydrochlorite/Potassium Inv#0401297	-2,627.08
Check	09/04/2008	1135	BRIGHTON ANALYTICAL LLC	lab costs	-566.00
Check	09/04/2008	1136	BREHOB	SO# 52 54106900	-2,783.76
Check	09/04/2008	1137	CONSUMERS ENERGY	Acct#100017767318 & 7650 98	-633.47
Check	09/04/2008	1138	DTE ENERGY	7/08 thru 8/29/08	-9,863.90
Check	09/04/2008	1139	DUBOIS COOPER ASSOCIATES INCORPORATI	Inv# 102393	-3,037.28
Check	09/04/2008	1140	FASTENAL	supplies	-34.16
Check	09/04/2008	1141	GENOA TWP -GENERAL FUND	Audit Reimburse 4/1/07 - 3/31/08	-500.00
Check	09/04/2008	1142	GENOA TWP UTILITY FUND		-1,115.00
Check	09/04/2008	1143	GENOA TWP -ADMINISTRATIVE FEES	5/1/08 to 7/31/08 Utility Billing	-10,042.49
Check	09/04/2008	1144	HESCO	Inv#1000532	-500.00
Check	09/04/2008	1145	HARTLAND SEPTIC SERVICE	Inv#08050804	-360.00
Check	09/04/2008	1146	KENNEDY INDUSTRIES INC.	Inv#509100	-593.00
Check	09/04/2008	1147	LASHBROOKS EXCAVATING & SEPTIC SERVIC	Inv#6192	-1,400.00
Check	09/04/2008	1148	MIDWEST POWER SYSTEMS, INC	Inv#1151	-2,800.00
Check	09/04/2008	1149	PEBBLE CREEK SERVICES	Lawn Maintenance July, August 2008	-1,835.00
Check	09/04/2008	1150	SECURITY LOCK SERVICE,,INC	INV#Q3859	-277.00
Check	09/04/2008	1151	TETRA TECH, INC.	Inv#50179518	-600.00
Check	09/04/2008	1152	UIS PROGRAMMABLE SERVICES	Inv#530333012	-331.50
Check	09/04/2008	1153	USA Bluebook	Customer#916363	-1,377.07
Check	09/04/2008	1154	UNITED FABRICATING CO	Inv#19184	-2,149.61
Check	09/04/2008	1155	WASTE MANAGEMENT	Inv#3606940-1369-5	-97.28
Check	09/09/2008	1156	SEVERN TRENT ENVIRONMENTAL SERVICES,	Supplies	-112.95
TOTAL					-44,810.17

10:52 AM
09/09/08

#592 OAK POINTE CAPITAL WATER/SEWER FUND

Payment of Bills

August 27-September 9, 2008

Type	Date	Num	Name	Memo	Amount
Check	08/28/2008	1021	ON THE LEVEL	Inv#2167	-16,970.00
Check	09/03/2008	1022	HARTLAND SEPTIC SERVICE	Inv #08220802	-2,520.00
Check	09/03/2008	1023	UIS PROGRAMMABLE SERVICES	WWTP & OP Controls/Motor Starters	-11,715.45
TOTAL					-31,205.45

GENOA CHARTER TOWNSHIP
Public Hearing and Regular Meeting
September 2, 2008
6:30 p.m.

MINUTES

Supervisor McCririe called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following persons were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Todd Smith, Jean Ledford, Steve Wildman and Jim Mortensen. Also present were Township Manager Michael Archinal and 25 persons in the audience.

A Call to the Public was made with township residents living near the Saint George Caldean Camp responding. Residents advised the board that they had phoned the State Police and Sheriff's Department because of the amplified speakers within the facility broadcasting music and prayer all day and evening this past weekend. The sound from the speakers vibrated the windows of the homes of residents living ¼ mile from the facility. Residents were frustrated because they could not reach township officials to notify them of the problem. Cars were parked outside the camp ground on both sides of the roads leading up to the entrance of the facility and residents were treated rudely by church members. "We are just asking them to be good neighbors." stated Sandy Harrison. Joe Buzack said that he could not hold personal conversation in his own home – ¾ mile from the facility. The music and party lasted from noon on Sunday until 1:40 a.m. Monday morning. Two residents complained that there was dynamite being used at the camp. Tom Grostic who farms land in that area was unable to drive his farm equipment down the road because he needed more than 12' to pass along the roadway.

McCririe – We have to balance their rights versus your rights. If they are in violation of our ordinance we will notify them. They need to operate in a manner that is respectful of their neighbors. Please give us the opportunity to address your concerns. We will call them concerning the upcoming event scheduled for the 14th.

Archinal – We will be glad to loan a sound meter to one of the neighboring property owners. Video of the violations would also be helpful when we speak with them.

Smith – According to our zoning ordinance parking outside of the camp is only allowed within 50' of the entrance. Anything else is a violation unless they ask for a special use permit. Should a special use permit be requested, residents within 300' of the camp would be notified.

All members of the board agreed that the issue would be raised with the Caldean Church and that the township's position and zoning ordinance would be complied with.

Approval of Consent Agenda:

Moved by Smith, supported by Wildman, to approve all items listed under the consent agenda as presented. The motion carried unanimously.

1. Payment of Bills

2. Request to approve minutes: 8-18-08

3. Request for approval of assigning Genoa Charter Township Whitehorse Drive easement to the Livingston County Road Commission.

4. Request for an amendment to the general fund budget increasing legal fees from \$125,000 to \$275,000.

5a. Consider acceptance of a letter of resignation from Teri Olsen and to commend and thank her for her years of excellent service to the Township.

5b. Request for appointment of Lauren Brookins to the Planning Commission to complete the unexpired term of Teri Olson, ending 06/30/10.

6. Approval of the NATaT Conference Budget.

Approval of Regular Agenda:

Smith asked to be excused from any discussion concerning item 10 on the Agenda since he has a financial interest in the outcome. Moved by Skolarus, supported by Mortensen, to excuse Mr. Smith from discussion of item No. 10. The motion carried unanimously.

Moved by Ledford, supported by Smith, to approve for action all items listed under the regular agenda. The motion carried unanimously.

7. Discussion and consideration of an adjustment to the refuse collection and disposal fee.

Moved by Smith, supported by Wildman, to approve refuse collection and disposal fees of \$100.00 to be placed on the winter 2008 tax roll. The motion carried unanimously.

8. Request for approval and adoption of Ordinance Number Z-08-01 to amend the Zoning Map of Genoa Charter Township by rezoning 42 parcels consisting of approximately 127 acres of land in Sections 6, 10, 13, 14, 21, 24, 27, 28, & 36, petitioned by Genoa Charter Township.

A call to the public was made with no response.

Moved by Smith, supported by Hunt, to approve the adoption of Z-08-01 as presented. The rezoning request is granted because it meets the criteria of Section 22.04 of the Genoa Charter Township Zoning Ordinance. The motion carried by roll call vote as

follows: Ayes – Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe.
Nays – None. Absent – None.

9. Request for approval and adoption of Ordinance Number Z-08-02 to amend the Zoning Map of Genoa Charter Township by rezoning properties located at 4489 and 4495 Oak Pointe Drive (Parcels 4711-28-400-002 and 4711-28-400-003) from MUPUD to LRR, petitioned by Genoa Charter Township.

A call to the public was made with no response.

Moved by Smith, supported by Wildman to approve the adoption Ordinance Number Z-08-02 to amend the zoning map by rezoning parcels 4711-28-400-002 and 4711-28-400-003 from MUPUD to LRR. The rezoning is granted because it meets the criteria of Section 22.04 of the Genoa Charter Township Zoning Ordinance. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

10. Request for approval of a special use application, impact assessment and site plan for a proposed day care center located in an existing building at 1183 Parkway Dr. Howell, MI 48843, Sec. 5, petitioned by AZD Associates.

A. Disposition of special use permit.

Moved by Hunt, supported by Skolarus, to approve a child care center in an industrial zoning district as allowed with a special use permit. The motion carried with Smith abstaining.

B. Disposition of impact assessment

Moved by Ledford, supported by Wildman, to approve the impact assessment dated 08/12/08 as submitted. The motion carried with Smith abstaining.

C. Disposition of site plan.

Moved by Skolarus, supported by Ledford, to approve the site plan with the following conditions:

1. As requested by the Planning Commission, the dumpster and enclosure shall be reoriented to allow for direct access rather than angled.
2. The landscape plan shall be revised to reflect the changes made to the site plan.
3. Approval from the Brighton Area Fire Department regarding the requirements in their letter dated June 30, 2008 will be obtained prior to issuance of a Land Use Permit.
4. The applicant should be aware that additional connection fees might be required prior to issuance of a Land Use Permit. Township Staff will determine these fees.

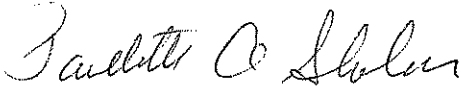
The motion carried with Smith abstaining.

11. Request for approval to adjourn to a closed session of the Board to discuss the purchase of real estate.

GENOA CHARTER TOWNSHIP BOARD – Regular Meeting – Sept. 2, 2008

Moved by Smith, supported by Hunt, to adjourn to closed session at 7:55 p.m. as requested by McCririe. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – None.

The closed session was adjourned and the regular meeting was resumed and adjourned at 8:10 p.m.




Paulette A. Skolarus
Genoa Township Clerk

(Press/argus 09/12/08)

MEMORANDUM

TO: Township Board

FROM: Mike Archinal 

DATE: 9/12/08

RE: M.A.P. Planning Conference Budget

This year's planning conference is being held in Kalamazoo. The conference will be attended by four Planning Commissioners, the Planning Director, the Supervisor and me. Please consider the following action:

Moved by _____, supported by _____ to approve the M.A.P. planning conference budget as presented.

Michigan Association of Planning (MAP)
2008 Annual Conference
Kalamazoo, Michigan

Following is a proposal for consideration of expenses relating to the 2008 MAP Conference:


ATTENDEE: _____

1.	Conference fees	\$265.00 - \$410.00	_____
2.	Room	\$115.00 - \$161.10 per night plus 5% tax	_____
3.	Mileage	\$131.63 - \$394.88 (0.585 per mile)	_____
4.	Parking	\$ 5.00 - \$8.00 per day	_____
5.	Food/Tips	\$100.00 per day	_____
6.	Per Diem	\$160.00 - \$180.00 per day	_____
7.	Additional Events	\$15.00 - \$50.00	_____

TOTAL: _____

MEMORANDUM

TO: Township Board

FROM: Mike Archinal 

DATE: 9/12/08

RE: Web Site Design Contract

At the 11/14/07 meeting the Township Board approved an audit of the Genoa Township web site. At that time it was noted that a subsequent proposal would be brought to the Board for a new web design. The audit is now complete and it is time to move to the next phase. Attached you will find a proposal from Network Services Group for the development of a new web site incorporating audit recommendations. Please consider the following action:

Moved by _____, supported by _____ to approve a contract with Network Services Group for the development of a new Township web site at a cost of \$9,000.



Proposal Prepared Exclusively For

Genoa Township

Tuesday, August 19, 2008

Thank you for taking the time to review this proposal. Included below please find pricing for developing a new Web site for your organization. We are pleased to have an opportunity to present this proposal for your review.

NSG specializes in designing unique, attractive, and affordable Web sites that can help your organization stand out from the competition. Each site is hand coded and optimized for speed and efficiency. Our staff of expert programmers can help you accomplish your goals by adding dynamic content, shopping cart systems, or whatever else is required.

Project Overview

Genoa Township wishes to develop an attractive new Web site based on the recommendations of the recent in-depth Site Review that was performed by Network Services Group. As part of that site review, Genoa Township has already selected a sample layout to use as the basis for their new site.

Genoa Charter Township
2911 Dorr Road · Brighton, MI 48116
(810) 227-5225
Hours: M-F 9:00a-5:00p

Search this Site:

Home About Departments News Taxes Community

Genoa Township is a charter township located in the heart of Livingston County, Michigan. Lakes and wetlands, rolling hills and meadows, state parks, and wildlife abound in this beautiful country classic community of executive living.

Township News

2008 Assessment Notices posted 2/9/2008

- * The 2008 assessment notices have been mailed. If you have not received your notice, please contact the Township Assessing Department at 810-227-5225
- * Find information about assessments and answers to frequently asked questions on the Assessing Department's Frequently Asked Questions page
- * Information regarding the 2008 inflation rate formula is available in the Consumer Price Index.

2007 Taxpayer Information posted 2/9/2008

- * Friday, February 29, 2008 was the last day to pay 2007 summer and winter property taxes.
- * 2007 property taxes became delinquent as of Saturday, March 1, 2008.
- * All payments must now be made to the Livingston County Treasurer's Office.
- * Tax payments cannot be accepted at the township or the county between March 1 and March 15.
- * Please contact the County Treasurer's Office at 517-546-2010 after March 15 for a total amount due.

Upcoming Meetings

Township Board:
March 3, 2008 at 6:30p.m.

Planning Commission:
March 10, 2008 at 7:00p.m.

Zoning Board of Appeals:
March 18, 2008 at 6:30p.m.

[see complete schedule](#)



The new site will feature the following:

- Drop down menus for easy navigation.
- "Quick Links" (prominent buttons) to featured areas of site.
- Attractive and consistent professional layout.
- RSS Feed.
- Useful and comprehensive search function.
- Dynamic pages can be easily updated by Genoa Staff using a password protected Web interface.
- Consistent use of fonts and colors throughout site.
- Downloadable files to be made available in an open file format, preferably PDF.

When considering the addition of a search function, please keep in mind that a poorly written search function would likely provide more harm and confusion than benefit. On the other hand, a comprehensive search function has the potential to be a useful tool, but it will require extra time and care to properly implement.

We feel that a comprehensive search function would include:

- Special-case keyword searches that return suggested destinations instead of returning dozens of links that may or may not have anything to do with what the user is searching for. For example, if the search phrase included "taxes", the search results might first provide links for "paying taxes", "assessing data", "treasurer contact information", etc.
- Indexing and searching of PDF documents including minutes and newsletters.
- Indexing and searching of static pages.
- Indexing and searching of dynamic pages (including database tables).
- Organize search results in a useful manner, and not just provide a list of dozens of documents when someone searches for "taxes" or other words.

If you are going to implement a search function, it is probably worth the extra effort to make sure that it is well thought out and implemented. We feel that the Genoa site contains enough quality content that an intelligent search engine would provide a great benefit and vastly improve its usability.

Coding

NSG recommends that any new township website should be developed in standards-compliant HTML that ensures proper rendering and compatibility across browser and platform types. It is recommended that common elements, such as the header, footer, and navigation, should be developed using server-side includes to promote consistency and maintainability.

Content which is identified to be static in nature (does not change very often) can be coded with standard HTML. This allows for the developer to optimize the coding and layout for each of the static files. It is recommended that any content that is identified as dynamic (is updated frequently) should be stored in a back-end database, with the contents displayed through a server-side scripting language such as PHP. Content for dynamic pages should be managed through an easy-to-use content management system that allows for township staff to modify and provide additional information as required, while still maintaining site consistency.

While a visually appealing site is certainly one of the goals, another consideration is to make the site as accessible as possible. Therefore, we recommend avoiding proprietary technologies such as Flash and Java that require third-party plug-ins unless there is a valid and compelling reason to use them.

Designing the site using standard XHTML and CSS can provide an attractive and functional layout while maintaining the broadest possible compatibility. By developing the site using open standards, the site will be as compatible to as many township residents as possible, including those using Mac and Linux based systems.



Network Services Group, LLC

Estimated Web Site Design Costs

<http://www.genoa.org>

- Sample Layouts (Already done!)
- Home Page
- History
- Assessing & Property Data
- Departments
- Master Plan
- Board Agenda & Minutes
- Water & Sewer Districts
- Storm Water Management
- Newsletters
- Miscellaneous Ordinances
- Zoning Ordinances
- Maps
- News Bulletins
- Forms Applications
- Links
- Elected Officials
- Comprehensive Search Function
- Ability for township staff to easily update dynamic Web content through an easy-to-use password protected web page.

Estimated Time: 100 hours - \$90 per Hour – Project Budget of \$9,000.00.

(Future changes and updates are not included)

Estimated Time Frame: 90 – 120 Days

Balance due upon start: \$4500 (50%)

Balance due upon completion: \$4500 (50%)

NSG can design and build Web sites to accommodate just about any budget. The project budget listed above is based on our discussions and the recommendations contained in the Genoa Township Web Site review document. Please let us know if you have a different budgetary figure in mind so that we can adjust our proposal accordingly, adding and removing features as required.

Order Acknowledgement:

Name (Printed)

Title

Signature

Date

By signing above, I authorize Network Services Group, LLC to proceed with the project described within this proposal and to order any required parts and materials that are required to do so. I also agree to provide a non-refundable deposit before work begins with ongoing work being billed on a biweekly or monthly basis and the balance due upon completion.

MEMORANDUM

TO: Township Board

FROM: Michael Archinal, Manager *MA*

DATE: 11/14/07

RE: Web Site Audit

A dramatically increasing number of our customers are accessing services and information via the internet. The attached statistical analysis of Genoa Township's website shows that over a typical 30 day period the site received 2,612 visits. The Hall's walk-in traffic is typically in the neighborhood of 20 people per day.

For some samples of impressive municipal websites please see the attached list from Adam. While our current website was outstanding for its time and has been impeccably maintained I feel style and technology have passed us by and that improvements must be made. We focus substantial attention on our building and our staff with the goal of maintaining outstanding customer service. Everything we do at Genoa Township is in the superlative. This excellence should permeate to our website as well.

Please find attached a proposal from the Network Services Group (NSG) to perform an audit on the Township's website. NSG has provided technical support to the Township for several years. Their service is excellent and they are familiar with our processes and expectations. Their \$3,600 proposal will provide a comprehensive review and analysis of everything related to our customer/Township internet interface. The proposal will also provide sample layouts and cite specific areas for improvement. A subsequent proposal will be brought to the Board for a web design that addresses these recommendations. Please consider the following action:

Moved by _____, supported by _____, to approve a proposal to audit the Township website from Network Services Group in the amount of \$3,600.



Network Services Group, LLC

Proposal Prepared Exclusively For

Genoa Township

Wednesday, November 07, 2007

Web Site Audit

Project Overview

Genoa Township is interested in developing a new Web site to replace the existing site located at <http://www.genoa.org>. The township staff realizes that the current site is dated, but would like to have an audit performed to identify specific areas for improvement. NSG would be pleased to help with this process. Performing this audit is the first step toward having your site redesigned, as it will document the site that you currently have, identify deficiencies and areas for improvement, and make specific recommendations for the design and structure of the new site.

Implementation

- Review of Current Web Site
- Review sites of other Townships
- Site Code and Structure Review
- Quick Review and Breakdown of Statistics
- Develop Preliminary List of Recommendations for new site
- Develop up to 3 sample layouts for new site based on recommendations
- Develop and Present Audit Report

Review of Current Web Site

Our review of your current site will focus on the current content and structure of the site. This will provide us with a better idea of what is currently on the site and allow us to make recommendations as to how the structure and presentation of the information could be improved.

Review sites of other Townships

We will pick several other townships and compare their web sites to the current Genoa site. While our review of these other sites won't be as comprehensive as our review of the Genoa site, it will still provide useful information and will let you know where you stand versus your "competition." It may also reveal some good ideas that we can include in our recommendations.

Site Code and Structure Review

This part of the audit will focus on the behind-the-scenes code and technology that was used to build your site. A site with messy code is hard to maintain, and may have cross-platform compatibility issues as well as adversely affecting performance (load times, etc.) and search engine results. We will also provide recommendations as to how a new version of the site should be coded to maximize speed, increase maintainability, and provide cross-platform support for easy access.

Quick Review and Breakdown of Statistics

Our audit will include a quick overview of the recent statistics for your site. This will include a brief overview of average daily visits, traffic trends, and identify the most popular pages on your site. All of this information will be useful in developing our recommendations.

Develop Preliminary List of Recommendations for new site

NSG will develop a list of preliminary recommendations for a new web site for Genoa Township. Our recommendations will be based on the information that we find during the audit process.

Develop up to 3 sample layouts for new site based on recommendations

As requested, we will provide up to 3 sample layouts, based on the audit and recommendations, that will visualize how your new site might look. Each layout will be an image file that is a graphical representation of our vision of how your site might look. These layouts can then be used to develop your new site, or at the very least to serve as a starting point to help identify what you would like to see in future layouts.



Network Services Group, LLC

Develop and Present Audit Report

We will assemble and organize the findings of our audit and use them to develop a report that we can present to Genoa Township. We will also be available to review the report with your staff and answer any questions that you may have.

Project Budget

We have budgeted up to 40 hours for the completion of this project. We feel that this is a sufficient amount of time to perform a reasonably in-depth review of your current site, compare it to the sites of several other townships, and assemble a report containing our findings, recommendations, and 3 sample layouts that could be used for developing a new site. NSG charges \$90 for all service and support performed during normal business hours, so that gives us a **project budget of \$3,600.**

When the project is completed, the audit will provide you with details about your current web site, the sites of some of your competitors, a list of specific recommendations for developing a new site, and 3 sample layouts. Not only will this provide you with information about your current site, but it will also provide you with a head start on some of the preliminary work in the development of a new site.

Web Site Audit – www.genoa.org

Qty	Desc	Unit	Ext
5	Review of Current Web Site	\$90.00	\$450.00
5	Review sites of other townships	\$90.00	\$450.00
3	Site Code and Structure Review	\$90.00	\$270.00
2	Quick Review and breakdown of statistics	\$90.00	\$180.00
5	Develop preliminary list of ideas and suggestions for new site	\$90.00	\$450.00
15	Develop up to 3 sample layouts	\$90.00	\$1,350.00
5	Develop and Present Audit Report	\$90.00	\$450.00
Total			\$3,600.00

Order Acknowledgement:

Name (Print)	Company	Title
--------------	---------	-------

Signature	Date
-----------	------

By signing above, I authorize Network Services Group, LLC to proceed with the project described within this proposal and to order any required parts and materials that are required to do so. I also agree to provide a non-refundable deposit before work begins with ongoing work being billed on a biweekly or monthly basis and the balance due upon completion.

MEMORANDUM

TO: Genoa Township Board of Trustees
FROM: Kelly VanMarter, Planning Director
DATE: September 12, 2008
RE: 2008 Sidewalk Improvements
Bid Award and Budget Amendment

As explained in the attached letter from Tetra Tech dated August 22, 2008 the lowest bidder for the 2008 sidewalk project was Concrete Construction, Inc. with a total bid price of \$153,917.91. This price is significantly higher than the original estimate however this overage is explained by increased project scope and inflation costs therefore staff recommends approval of the bid.

Also attached to the Tetra Tech letter please find a Request to Change Authorization (RCA) in the amount of \$13,500. This increase is due to additional services associated with easement acquisition and also includes Construction Observation Services that was not included in the Original Scope. Staff recommends approval of the RCA and suggests consideration of the following action on agenda item #5:

Moved by _____, supported by _____ to award the bid for the 2008 sidewalk improvements to Concrete Construction, Inc., for the lump sum of \$153,917.91 and to approve the Request to Change Authorization (RCA) with Tetra Tech for \$13,500.00



TETRA TECH

August 22, 2008

Mr. Mike Archinal
Genoa Township
2911 Dorr Road
Brighton, MI 48116

**Re: Genoa Township 2008 Sidewalk Improvements
Recommendation of Bid Award**

Dear Mr. Archinal:

On August 12, 2008, Tetra Tech (Tt) received two (2) bids for the above referenced project. The project consists of constructing approximately 3,450 feet of sidewalk on the north side of Grand River Avenue between Latson and Natanna Roads. Four (4) contractors with a history of quality work on similar projects were invited to bid on this project.

The lowest responsive bidder was Concrete Construction, Inc. with a total bid price of \$153,917.91. This is significantly higher than the opinion of probable construction cost of \$122,113 based on the information from the Genoa Sidewalk Database, which was last updated in 2006. In review of the construction cost estimate and bids, it was found that the 2006 cost estimate was based on 2,821 feet of sidewalk being installed. The current project has 626 feet of additional sidewalk. The additional sidewalk has been added to connect the Grand River sidewalk to the Latson Road sidewalk and replace existing sidewalk that is in disrepair. It was also found that parcel 11-04-400-037 was not included in the 2006 Sidewalk original project scope.

As part of our review, we compared the construction cost per linear foot in the 2006 Database to the bids. The estimated construction cost per linear foot from the 2006 Database is an average of \$43.29/LF. Adjusting this price at 3% inflation per year and using the current project length (3,447 ft.), the estimated construction cost would be \$155,986. This cost is within 2% of Concrete Construction, Inc.'s bid. Therefore, it can be reasonably concluded that the construction costs derived from the 2006 Database are comparable to the bids received. In the future, we recommend the Township update the construction costs set up in the Database to account for yearly inflation costs.

Although the bid price is higher than the original construction cost estimate, the price difference can be reasonably explained due to the increased project scope and inflation costs. Therefore, Tt recommends that the contract be awarded to Concrete Construction, Inc. for the lump sum of \$153,917.91.



TETRA TECH

In an effort to reduce cost to the Township, we recommend the Township contract directly with Concrete Construction. It is also recommend that construction phase engineering scope of services be shared between Township staff and Tt to further reduce project cost. It is anticipated that Tt will provide survey stakeout and weekly site visits, with the Township staff supplementing this effort to maintain compliance with the Contract Documents.

Attached is a project cost summary and a copy of the bids for the Township's records.

We trust that this meets your needs at this time. If you have any questions, please call.

Sincerely,

Gary J. Markstrom, P.E.
Unit Vice President

Kari L. Jozwik, P.E.
Project Engineer

:be
200-12736-07-026

Attachments: Project Cost Summary
Bids

K:\Letters\Genoa Twp. 2008 Sidewalk Bid Recommend.doc

**GENOA TOWNSHIP
2008 SIDEWALK IMPROVEMENTS
PROJECT COST SUMMARY
August 22, 2008**

Database Comparison

	Sidewalk Length (ft)	Construction Cost/LF	Construction Cost	Engineering & Admin. (20%)	Contingency (15%)	Total
Project Budget Based on 2006 Database	2,821	\$43.29/LF	\$ 122,113	\$ 24,423	\$ 18,317	\$ 164,852
Project Budget Based Database Using Current Project Scope and Pricing	3,447	\$45.25/LF	\$ 155,986	\$ 29,844	\$ 22,383	\$ 208,213

Actual Project Costs

	Sidewalk Length (ft)	Construction Cost/LF	Cost
Engineering & Topographic Survey			\$ 24,000
MDOT Right-of-Way Verification			\$ 6,500
Bidding			\$ 2,000
Easements			\$ 14,000
Construction Cost	3,447	\$44.65/LF	\$ 153,917
Construction Contingency (~5%)			\$ 7,583
Construction Observation			\$ 7,000
Total			\$ 215,000

CONCRETE CONSTRUCTION, INC.

Proposal

CONCRETE CONSTRUCTION, INC.
P.O. BOX 256
HOWELL MI 48844
517-223-7594
517-223-8422 fax

08/12/08
GENOA TOWNSHIP
TETRA TECH
HOWELL
Good For:30 Days
PROJECT
GENOA TWP 2008 SIDEWALK

TO WHOM IT MAY CONCERN

We propose to furnish all material and perform all labor necessary to complete the construction of the following listed items and quantities:

		QUAN.	UNIT PRICE	PRICE
SAW CUT CURB AT RAMPS	EACH	28	\$240.00	\$6,720.00
3" BIT REMOVAL	SQ. FT.	1790	\$1.12	\$1,999.50
CURB REMOVAL	LIN. FT.	90	\$8.00	\$720.00
TREES AND BUSHES	EACH	4	\$550.00	\$2,200.00
ONE LANE CLOSURE	LUMP SUM	1	\$6,000.00	\$6,000.00
4" CONCRETE SAW & CURB	SQ. FT.	31168	\$3.85	\$120,105.34
RESTORATION	LUMP SUM	1	\$11,013.54	\$11,013.54
F-4 CURB AND GUTTER	LIN. FT.	0	\$0.00	\$0.00
INSTALL CMP PER DRAWING	LIN. FT.	57	\$90.50	\$5,158.54

- 1 SAW CUT CURB HEAD AT RAMPS TO ACCOMMODATE NEW SIDEWALK
- 2 REMOVE ASPHALT IN 3 DRIVEWAYS AS WIDE AS SIDEWALK AND IN AREA AS DESIGNATED ON DRA
- 3 REMOVE CURB IN AREAS SHOWN ON DRAWINGS
- 4 REMOVE TREES SHOWN ON DRAWINGS
5. 4" NON REINFORCED SIDEWALK AND 6 " AT DRIVEWAY OPENINGS GRADE P1 CONCRETE
6. RESTORE ALL AREAS DISTURBED BY CONSTRUCTION OF SIDEWALK WITH TOPSOIL SEED AND ML
7. INSTALL SMALL SECTIONS OF CMP WITH END SECTIONS PER DRAWING

TOTAL PRICE FOR COMPLETE SIDEWALK \$153,916.91

THIS PRICE IS GOOD FOR COMPLETION OF CONSTRUCTION THROUGH NOVEMBER 15 2008

We propose to furnish material and labor, complete in accordance with above specifications, for the sum of.....\$153,916.91 Dollars
Payments to be made as follows NET, TENTH OF THE MONTH FOLLOWING COMPLETED WORK (PARTIAL OR FULL) RETENTION'S HELD OVER 60 DAYS FROM COMPLETED WORK WILL BE SUBJECT TO A FINANCE CHARGE OF 12% ANNUAL INTEREST RATE AND THE AMOUNT SHALL BECOME A PART OF THIS AGREEMENT.

Contractor's signature: _____ Date:

Work shall not commence without a signed agreement and copy of Notice Of Commencement.

Acceptance of proposal - The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as

Bid Proposal - 2008 Genoa Twp. Sidewalk Improvements



Fonson, Inc.

7644 Whitmore Lake Road
 Brighton, Michigan 48116
 Contact: Michael S. Fraker
 Phone: (810) 231-5188
 Fax: (810) 231-5404

Quote To: Tetra Tech
 123 Brighton Lake Road
 Suite 203
 Brighton, MI 48116
Contact: Ms. Kari L. Jozwik, P.E.
Phone: 810.220.2112
Fax: 810.220.0094

Job Name: 2008 Genoa Twp. Sidewalk Improvemen
Location: Genoa Twp. along Grand River Ave.
Engineer: Tetra Tech
Date of Plans: 06/27/08
Bid Date: 08/12/08
Revision Date:

Site Work Proposal

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Mobilization	1.00	LS	2,000.00	2,000.00
20	Traffic Control & Flagging	2.00	MNTH	1,395.00	2,790.00
30	Remove Tree - 8"-18"	8.00	EA	125.00	1,000.00
40	Saw-Cut / Remove Conc. Curb Back	330.00	LF	9.00	2,970.00
50	Remove Asphalt Surface (6" or Less)	225.00	SYD	5.50	1,237.50
60	Adjust Structure Cover	7.00	EA	205.00	1,435.00
70	Misc. Culvert Extension	57.00	LF	98.00	5,586.00
80	Excavation & Grading	3,800.00	LF	8.15	30,970.00
90	4" Sand Subbase (Concrete Walks)	4,225.00	SYD	4.50	19,012.50
100	4" Concrete Sidewalk	30,400.00	SFT	2.75	83,600.00
110	Minor Restoration (Seed and Mulch Blanket)	2,500.00	SYD	7.15	17,875.00
GRAND TOTAL					\$168,476.00

NOTES:

Work not included in the above bid:

Soil Erosion Permit, Permit Fee's, Inspection Fee's, Tap Fee's, Engineering, Construction Staking, Soils or Compacting Testing, Dewatering, Utility Relocation or Abandonment, Remediation Work or Contaminated Material Removal, Asphalt Restoration, Landscape Plantings, Irrigation system repair or relocation, Installation of Franchise Utilities, cold weather or winter protection, public relations program or any other Items not listed.

No Work Items Shall Be Implied or Inferred as a result of this Bid Submission.

All items are to remain bundled unless otherwise discussed.

Base Bid is based on plan sheets C100, C101, C102, C103, C104 and C501 dated 06/27/08 Resubmit for MDOT permit'.

Two Mobilizations have been included with the base bid. Additional Mobilizations will be charged At \$750.00.

August 8, 2008

Ms. Kari Jozwik, P.E.
Tetra Tech
123 Brighton Lake Road, Suite 203
Brighton, MI 48116

Re: 2008 Genoa Township Sidewalk Improvements

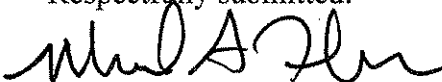
Dear Ms. Jozwik:

Please find attached a summary of our bid for the proposed work as part of the Genoa Township 2008 Sidewalk Improvements project. Our proposal is based on plan sheets C100-C104 and C501 prepared by Tetra Tech dated 06/27/08. The following items of work are included in the base bid, no work should be inferred or implied from these items: Mobilization, traffic control, misc. tree removal, curb back removal, asphalt removal, structure cover adjustment, misc. culvert extensions, excavation/grading for sidewalk, 4" subbase, 4" concrete sidewalk and minor restoration. All work to be completed for the lump sum price of One Hundred Sixty Eight Thousand Four Hundred Seventy Six dollars (\$168,476.00) plus known changes.

The base bid does not include the following items of work: Soil erosion permit, permit fees, inspection fees, tap fee's, engineering, construction staking, soils or compacting testing, dewatering, utility relocation or abandonment, remediation work or contaminated material removal, asphalt restoration, landscape plantings, irrigation system repair or relocation, installation of franchise utilities, cold weather or winter protection, public relations program or any other item not expressly listed.

Thank you for your consideration, I look forward to working with you again.

Respectfully submitted:



Michael S. Fraker
Project Manager



REQUEST TO CHANGE AUTHORIZATION (RCA)

PROJECT NAME: Genoa Sidewalks DATE: August 22, 2008
 PROJECT NUMBER: 200-12736-07-026 RCA NO.: 3
 PROJECT MANAGER: Gary Markstrom
 PERSON INITIATING REQUEST: Kari Jozwik

DESCRIPTION OF ADDITIONAL WORK ITEM

- Revise blanket easement description and drawing to provide 5 individual easement drawings and descriptions.
- Per the request of Genoa Township, Tt has expended time assisting the Township in obtaining easements that were not anticipated in the original scope of service.
- Construction Observation Services. We assume the following Scope of Service for the Construction Phase:
 - 1 preconstruction meeting
 - 1 site visit to observe removals, 2 site visits to observe grading efforts and alignment, 2 site visits to spot check grade of poured concrete, 1 site visit for final walk through.
 - 1 survey stakeout of alignment and permanent easements.
 - Assist Township in Contractor Pay Estimates.

REASON(S) FOR ADDITIONAL WORK

- Property Owner's have requested revisions to easement descriptions.
- Construction Observation Services was not included in Original Scope of Services.

REFERENCE

- April 16, 2007 – Original proposal containing scope of work and attached standard terms and conditions
- August 22, 2008 – Tetra Tech Recommendation of Bid Award Letter

ESTIMATED ENGINEERING FEE

Easement Revisions and Project Coordination \$6,500
 Construction Observation Services \$7,000

We are requesting an increase in compensation of \$13,500 which will increase the total compensation to \$53,500.

AUTHORIZING TT UNIT OFFICER

DATE

8/22/08

CUSTOMER CONCURRENCE:

DATE:



TETRA TECH, INC.

GENOA TOWNSHIP

AUG 25 REC'D

RECEIVED

123 Brighton Lake Road, Suite 203
Brighton, MI 48116
Telephone: 810.220.2112
Fax: 810.220.0094

TRANSMITTAL

Date: August 22, 2008

To: Mr. Mike Archinal, Manager

Genoa Township

2911 Dorr Road

Brighton, MI 48116

Re: 2008 Sidewalk Improvements

Request to Change Authorization No. 3

Bid Recommendation

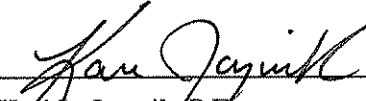
Project No.: 200-12736-07-026

We are enclosing: 2 Letters

Remarks: Attached is a bid recommendation letter and corresponding Change Order No. 3.

Please call us if you have questions.

copy:

By: 
Kari L. Jozwik, P.E.
Project Engineer

**2008 Grand River Sidewalks
Natanna Drive to Latson Road
Easement Parcels
9-Sep-08**

No.	Address	Tax ID	Common Name	Owner	Owner's Address	City, State	Easement Type	Easement Width	Esmt. Status
1	Vacant	11-05-100-039		Grant Perry Development Company, L.L.C.	6024 West Maple #106	West Bloomfield, MI 48322	Permanent	29'	Received
2	3667 E. Grand River Ave	11-05-400-027	Wendy's	David J. Stanton	714 W. Michigan St.	Jackson, MI 49201	Permanent	30'	Received
3	3653 E. Grand River Ave	11-05-400-028	Taco Bell	Taco Bell of America, Inc.	Yum Brands, PO Box 34550	Louisville, KY 40232	Permanent	30' - 47' on west property line	Pending - Taco Bell wants compensation
4	3639 E. Grand River Ave	11-05-400-029	Arby's	J&J Management, L.L.C.	3639 E. Grand River Ave.	Howell, MI 48843	Permanent	28' - 47' on east property line	Received
5	3625 E. Grand River Ave	11-05-400-030	Payless	William Evan Foster	P.O. Box 1249	Topeka, Kansas 66601-1249	Permanent & Temporary	28' permanent (east), 10' temp (west)	Received
6	3599 E. Grand River Ave	11-05-400-031	Elder-Beerman Developer	DDR Michigan II, L.L.C.	34555 Chagrin Blvd.	Moreland Hills, Ohio 44022	Permanent	28' - 47'	Received
7	3669 E. Grand River Ave	11-05-400-032	McDonalds	McDonald's Corporation	One McDonald's Plaza	Oakbrook, Illinois 60521	Permanent	30' - 47'	Received
8	3781 E. Grand River Ave	11-05-400-037	McDonalds	McDonald's Corporation	One McDonald's Plaza	Oakbrook, Illinois 60521	Permanent	25'	Pending - waiting for McDonald's Legal Dept. Response
9	3975 E. Grand River Ave	11-05-400-038	Shell	Auto City Service, Inc.	14165 Fenton Rd., Ste. 202	Fenton, MI 48430	Permanent	varies	Pending - Wants \$5000.00
10	3949 E. Grand River Ave	11-05-400-056	Applebees	AOM Transitory Merger Sub. L.L.C.	PMB 360, 4287 Beltline Road	Addison, Texas 75001	Permanent	25' on eastern property line	Pending - Should be in the mail
11	3883 E. Grand River Ave	11-05-400-060	Meijer	Meijer, Inc.	2929 Walker Ave N.W.	Grand Rapids, MI 49544	Permanent	25'	Received
12	Vacant	11-05-300-042	Reader's Property	David & Sally Jo Reader	P.O. Box 685	Howell, MI 48844-0685	Permanent	29' on west property line	Pending - Revisions made, waiting for his approval
13	3439 E. Grand River Ave	11-05-300-004	Peterson's Property	Robert Peterson	3429 E. Grand River Ave.	Howell, MI 48843	Temporary	40'	Not willing to grant easement - we can work around.
14	3555 E. Grand River Ave	11-05-300-006	K of C	Knights of Columbus	P.O. Box 44	Howell, MI 48844-0044	Temporary	10'	Received
15	3399 E. Grand River Ave	11-05-300-041	Reader's Property	David & Sally Jo Reader	P.O. Box 685	Howell, MI 48844-0685	Temporary	10'	Pending - Dave indicated he would sign



TOWNSHIP OF GENOA

FISCAL YEARS 2009, 2010, AND 2011

PFEFFER, HANNIFORD & PALKA, Certified Public Accountants, registered to practice in the State of Michigan (hereinafter referred to as **CERTIFIED PUBLIC ACCOUNTANTS**) and the **TOWNSHIP OF GENOA**, A municipal corporation, of the State of Michigan (hereinafter referred to as **TOWNSHIP**) contract on this _____ day of 2008, as follows:

1. For the fiscal years ending **March 31, 2009, 2010 and 2011**, the **CERTIFIED PUBLIC ACCOUNTANTS** shall conduct an audit of the financial statements of the **TOWNSHIP** for each year. The financial statements are the responsibility of the **TOWNSHIP BOARD**. Our responsibility is to express an opinion on the financial statements based on our audits. We will conduct our audits in accordance with auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the township as well as evaluating the overall financial statement presentation.

2. The **CERTIFIED PUBLIC ACCOUNTANTS'** audit shall meet the requirements of Act No. 2, P.A. 1968, or as amended, and the related Bulletin for Audits of Local Units of Government in Michigan, dated June 1, 1968, or as amended, which is available from the State Treasurer.

3. If the **TOWNSHIP** receives federal financial assistance, grants, or other contracts, we may be required to, not only conduct the audit in accordance with auditing standards, but also in accordance with Government Auditing Standards and (or) in accordance with the Single Audit Act Amendments of 1996, OMB A-133. The testing of compliance and other fieldwork would be increased substantially because of the aforementioned. We would issue a separate engagement letter and fee proposal for the additional work to complete the audit in accordance with Government Auditing Standards and (or) the Single Audit Act Amendments of 1996, OMB A-133.

4. The reports on financial statements, as required by Act 2 of Public Acts of 1968, or as amended, shall contain an unqualified opinion by the **CERTIFIED PUBLIC ACCOUNTANTS** or such other opinion as he must render under the circumstances when he is unable to express an unqualified opinion.

5. The audit shall begin as soon after the signing of this contract as shall be convenient to the **CERTIFIED PUBLIC ACCOUNTANTS** and shall be completed with the Certified Public Accountant's report's issued not later than six (6) months after the conclusion of the fiscal year.

6. The **TOWNSHIP** shall have closed and balanced all funds and bank accounts, agencies and operations to be examined by the **CERTIFIED PUBLIC ACCOUNTANTS**.

7. The estimated audit fee for the years ended March 31, 2009, 2010 and 2011 will be \$25,800, \$26,100 and \$26,400 respectively. Additional services outside the scope of the audit will be billed at \$95 per hour.

8. The **TOWNSHIP** authorizes the **CERTIFIED PUBLIC ACCOUNTANTS** to immediately disclose any and all findings of suspected fraud, and/or embezzlement to the Deputy State Treasurer in charge of the Local Audit Division of the State Department of Treasury.

9. The **CERTIFIED PUBLIC ACCOUNTANTS** shall provide a reasonable number of reports for each of the funds to the **TOWNSHIP** officials.

10. This contract may be terminated by either party upon a ninety day (90) advance written notice.

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

Township of Genoa



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(9))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R10/06)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUN 05 2007

RAINCATCHERS
3400 E COON LAKE RD
HOWELL, MI 48843-9420

Employer Identification Number:

32-0023133

DLN:

17053069876057

Contact Person:

CLINTON L FORTNER

ID# 31163

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated SEPTEMBER 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

MI # 29531



EFFECTIVE DATE
April 22, 2008

LICENSE #
MICS 29531

RAINCATCHERS
3400 E COON LAKE RD
HOWELL MI 48843

CHARITABLE SOLICITATION LICENSE

of

Raincatchers

EXPIRATION DATE: July 31, 2008

1. **Your next application to renew this license is due no later than July 1, 2008.** This is 30 days prior to the expiration date shown above. Please calendar the date now. Forms are available on the Attorney General's web site at: www.michigan.gov/ag or may be requested by contacting the Charitable Trust Section at (517) 373-1152.
2. **Extensions** of the license may be requested if required information will not be available prior to the renewal application due date. A written request for an extension must be received on or before the above expiration date of the license.
3. **Throughout the year**, notify us within 30 days of changes in the following:
 - Name or address
 - Board of directors
 - Resident agent
 - Methods of soliciting donations
 - Fiscal year end
 - Purposes
 - Amendments to the bylaws or constitution of the organization
 - Amendments to your articles of incorporation, submitting copies of amendments assumed names or name changes that show evidence of proper filing with the appropriate state agency
 - If any other state has prohibited solicitation activity by your organization
4. Any **contracts** you enter into with professional fund raisers must be submitted to our office within 10 days of execution.

EFFECTIVE DATE
August 07, 2008



LICENSE #
MICS 29531

RAINCATCHERS
3400 E COON LAKE RD
HOWELL. MI 48843

CHARITABLE SOLICITATION LICENSE

of

Raincatchers

EXPIRATION DATE: July 31, 2009

1. **Your next application to renew this license is due no later than July 01, 2009.** This is 30 days prior to the expiration date shown above. Please calendar the date now. Forms are available on the Attorney General's web site at: www.michigan.gov/ag or may be requested by contacting the Charitable Trust Section at (517) 373-1152.
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 - Amendments to the bylaws or constitution of the organization
 - Amendments to your articles of incorporation, submitting copies of amendments assumed names or name changes that show evidence of proper filing with the appropriate state agency
 - If any other state has prohibited solicitation activity by your organization
4. **Any contracts you enter into with professional fund raisers must be submitted to our office within 10 days of execution.**

**Resolution No. 1
For the Challis Court Road Improvement Project
To Proceed with the Project and Approve the
Plans and Cost Estimates and Establish the First Public Hearing**

Public Act 188 of 1954 Proceedings
Genoa Charter Township
Livingston County, Michigan
Excerpts from Minutes of a Regular Meeting of the Township Board held at the
Township Hall on September 15, 2008

Members Present: McCririe, Skolarus, Hunt, Mortensen, Wildman, Smith and Ledford.

Members Absent: None.

The supervisor reported that Petitions had been filed with him for a road improvement project for Challis Ct. under authority of Michigan Public Act 188 of 1954, as amended.

The supervisor further reported that he checked the signatures on the Petitions with the Assessor, the record owners of land within the township contained within the district described above and filed his Certificate setting forth the percentage of record owners of lands by area within the District, who signed the Petitions which amounted to not less than 62.5% percent.

Motion was then made by _____, second by _____, and carried that the Petitions be received by the Township Board and the Supervisor's Certificate pertaining thereto be filed as part of the Minutes of the meeting.

An estimate of cost was determined to be \$2,500.00.

Motion was next made by Smith, second by Wildman, and carried ordering the estimate to be filed with the township clerk for public examination.

Motion was then made by Smith, second by Wildman, to adopt the following Resolution:

RESOLUTION

BE IT HEREBY RESOLVED that the township board does hereby tentatively declare its intent to provide a road improvement project to Challis Ct. in accordance with the Petitions of the Property owners therefor.

List property identification numbers:

4711-26-200-026
4711-26-200-027
4711-26-200-028
4711-26-200-029
4711-26-200-030
4711-26-200-031
4711-26-200-032
4711-26-200-033

BE IT FURTHER RESOLVED that the township board does tentatively designate the Special Assessment District against which the costs of the improvements is to be assessed as Challis Ct. Road Improvement Project No. 1, which shall include the lands and premises more particularly described above. The project will consist of crack seal and slurry coat with hot rubber on approximately 1,550 lineal feet of existing pavement.

BE IT FURTHER RESOLVED that a hearing on any objections to the Petitions, to the improvement, the estimate of costs, and to the Special Assessment District proposed to be established for the assessment of the costs of such improvement, shall be made at a regular meeting of the Township Board on Monday, October 6, 2008 at the Genoa Charter Township hall at 2911 Dorr Road, Brighton, Michigan 48116, commencing at 6:30 o'clock p.m.

BE IT FURTHER RESOLVED that the clerk be instructed to give the proper notice of such hearing by mailing and publication in accordance with law and statute as made and provided.

BE IT FURTHER RESOLVED that any parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are hereby rescinded.

Upon roll call vote, the following voted "Aye": Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe.

The following voted "Nay": None.

Absent: None.

The supervisor declared the motion carried and the resolution was duly adopted.

Township Clerk Signature _____
Date: Sept. 15, 2008

CERTIFICATE

I, Paulette A. Skolarus, the duly elected and acting clerk of Genoa Charter Township, hereby certifies that the foregoing constitutes a true copy of an Excerpt of the Minutes of a regular meeting of the Genoa Charter Township Board, Livingston County, Michigan, held on Sept. 15, 2008, at which meeting seven members were present as indicated in said minutes and voted as therein set forth; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and the foregoing Excerpt contains all material pertinent to the Challis Ct. Road Improvement Project No.1.

Paulette A. Skolarus, Township Clerk

Genoa Township
Livingston County, Michigan

NOTICE OF PUBLIC HEARING
UPON A PROPOSED ROAD IMPROVEMENT PROJECT
AND A SPECIAL ASSESSMENT DISTRICT FOR THE
CHALLIS CT. HOMEOWNERS ASSOCIATION

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Genoa Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on Oct. 6, 2008, at 6:30 p.m., at the Genoa Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district:

GENOA TOWNSHIP/CHALLIS CT.ROAD MAINTENANCE
PROJECT (2008) SPECIAL ASSESSMENT DISTRICT

and to hear any objections thereto and to the proposed project and assessment.

(2) The project (the "Project") will consist of the crack sealing and slurry coat of CHALLIS CT. approximately (1,550 lineal feet along the existing private roadway). The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map set forth below and includes the specific properties that are identified by the following permanent parcel numbers:

4711-26-200-026
4711-26-200-027
4711-26-200-028
4711-26-200-029
4711-26-200-030
4711-26-200-031
4711-26-200-032
4711-26-200-033

(3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project. Genoa Township will not provide financial support of this project. The first and only assessment to be included on the summer 2009 tax roll.

(4) The boundaries of the Special Assessment District are the same as depicted on the map and our now on file in the office of the Township Clerk for public inspection. The Township Board has initiated the Project as a result of petitions signed by 62.5% of property owners within the proposed district. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to file written objections to the Project with the Township Board. Any person objecting to the proposed Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the Oct. 6, 2008 public

hearing or within such further time as the Township Board may grant. This notice is given by order of the Genoa Township Board.

Paulette A. Skolarus
Genoa Township Clerk

(Press/argus 09/19/08 & 09/26/08)